

**Please type or print legibly in black ink. Incomplete responses will cause application to be rejected.**

<p><b>Name:</b> (Print your name as you wish to be commissioned. When notarizing, you must sign your name exactly as stated in this box):</p> <p>_____</p>	<p>Home street address &amp; telephone # (include City, State, Zip):</p> <p>_____</p>
<p><b>Email Address</b> (optional for sending Newsletters and bulletins):</p>	<p>( ) Return Commission to this address. Phone: _____</p> <p>Business Name, Street address, &amp; telephone # (include City, State, Zip). Optional field—see reverse.</p> <p>_____</p> <p>( ) Return Commission to this address. Phone: _____</p>
<p>Have you ever had your Notary Commission revoked or suspended in Nebraska or any other state? ( ) Yes ( ) No. If “yes”, please identify the state(s), the date(s) and the reason(s) for the action(s):</p> <p>_____</p> <p>_____</p> <p>(Add additional pages if needed.)</p>	<p>If you are bilingual, would you allow your name to be placed on a list of bilingual Notaries? ( ) Yes ( ) No.</p> <p>List languages in which you are fluent: _____</p> <p>_____</p>
<p>Are you still qualified to be a Notary Public in the State of Nebraska?</p> <p>Have you ever been convicted of a felony? ( ) Yes ( ) No</p> <p>Have you ever been convicted of a crime involving fraud or dishonesty? ( ) Yes ( ) No</p> <p>Are you able to read and write English? ( ) Yes ( ) No</p> <p>I have read &amp; understand Nebraska Notary law. ( ) Yes ( ) No</p>	<p>You are making application to renew your current Notary commission and we need you to answer the following questions:</p> <p>Has your name changed since your last commission was issued? ( ) Yes ( ) No. If ‘yes’, please give previous name: _____</p> <p>When does your commission expire: Month _____ Day _____ Year _____. Affix the impression of your seal in the space below (if available):</p>

SOS October 2007

## Instructions for completing a Renewal Notary Commission Application:

Be sure to answer the questions in each section (except those marked as optional). An incomplete application will be rejected. Read the following instructions carefully:

**Name:** Please clearly print or type your name as you wish to be commissioned. This is the name we will place in our official records. You must order your Notary stamp and always sign your name using this exact name.

Email Address: This is an **optional** field.

Please indicate if you have ever had a Notary Commission revoked or suspended in Nebraska or elsewhere and the location, date, and reason for the revocation/suspension. Be specific. (Add an additional page, if needed.)

Do you meet the qualifications for being commissioned as a Nebraska Notary? You must truthfully answer each question asked by indicating with a “√” by the yes or no.

Home street address and telephone number: Please print your street address, city, state, and zip code. Telephone number is optional. If this is the address you would like your commission certificate mailed to, please indicate by placing an ‘√’ in the space provided.

Business Name, street address, and telephone number. Please print the business name, street address, city, state, and zip code. Telephone number is optional. If this is the address you would like your commission certificate mailed to, indicate by placing an ‘√’ in the space provided.

If you are bilingual and are interested in having your name placed on a list of bilingual Notaries, please indicate your interest in providing assistance for non-English speaking people who have Notary questions, by placing an ‘√’ in the space provided. List the language(s) you speak, read, and/or write fluently.

If your name has changed since you were last issued a commission, please print your name as previously commissioned. Indicate the complete expiration date (day, month, and year) of the previous commission and affix your most recent Notary seal in the space provided.

Oath: In the presence of a Notary, complete the oath by filling in the name of the county where the notarization is taking place; printing your name on the line in the oath exactly as stated above on the application form; and signing your name exactly as listed above on the application form. The Notary will then administer the Oath, print your name as the applicant to whom the oath was administered, sign his/her name, and affix his/her Notary seal.

Submit this Notary Application, **\$15,000** Surety Bond, and \$30.00 Commission fee to the Secretary of State's Office.

Make check payable to: Secretary of State. We accept personal checks, money orders, and cashiers checks, but prefer that you do not send cash through the mail.

Mail to: Secretary of State, Business Services Division (Notary)  
PO Box 95104  
Lincoln, NE 68509